



609 Foster Field Drive, Suite F Victoria, Texas 77904  
 (361)578-2704 Fax: (361)576-0948



**AIRPORT – OPERATIONS-MAINTENANCE SPECIALIST**

Department:	<b>Airport</b>	Class Code/Pay Grade:	<b>\$15.63 - \$21.10</b>
Revised Date:	<b>May 2025</b>	FLSA Status:	<b>Non-Exempt</b>
		Safety/Security Sensitive:	<b>No</b>

**GENERAL PURPOSE:** Under general supervision of the Maintenance Supervisor, performs skilled and semi-skilled maintenance, repair, upkeep work, and provides customer service at the Victoria Regional Airport (KVCT). Performs other related work as required.

**SUPERVISION RECEIVED:** Work is performed under the supervision of the Operations and Maintenance Supervisor.

**SUPERVISION EXERCISED:** No

**PRIMARY DUTIES AND RESPONSIBILITIES:**

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Assists in providing for the delivery or high-quality customer service; communicates with General Public, hangar tenants, day visitors and others in order to facilitate daily operations, special events and maintenance of airport grounds and buildings and to ensure a positive experience while at the Airport.
- Performs airfield inspections, maintenance and repairs of Airport facilities, including but not limited to the airfield, roadways, structures, work areas and facilities, and ground support equipment, in compliance with applicable FAA (Federal Aviation Administration), OSHA and TXDOT (Texas Department of Transportation) regulations, as well as with departmental procedures and Victoria County policies.
- Assures that all activities meet State and Federal safety compliance regulations; enforces compliance with safety notices and use regulations from the Federal Aviation Administration (FAA) and Texas Department of Transportation (TXDOT).
- Operates a variety of trucks and specialized airport equipment in accordance with all safety regulations and procedures; inspects, cleans and performs routine maintenance work on truck and equipment; identifies and reports mechanical problems and damage.
- Performs routine building maintenance and custodial duties and a variety of manual labor tasks, maintains structures and equipment, and makes maintenance repairs.
- Completes daily logs, inspections and reports as required.
- Promptly reports Emergency Situations to the designated parties and implements response procedures; may assist with aircraft crash rescue duties.
- Performs any other duties and responsibilities as directed by the Operations and Maintenance Supervisor, Director of Operations and Maintenance, or the Airport Executive Director.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

High School Diploma or GED, and a minimum of one (1) years of applicable experience.



609 Foster Field Drive, Suite F Victoria, Texas 77904  
(361)578-2704 Fax: (361)576-0948



#### **Required Licenses or Certifications:**

- Must possess a valid Texas Driver's License.

#### **Required Knowledge of:**

- Airport Grounds and Airfield Maintenance Operations
- Airport and County organization, operations, policies and procedures.
- Applicable laws, standards and regulations relating to airport fuel operations and safety precautions.
- OSHA safety standards and safe work practices, basic knowledge of FAA Part 139, and handling/storage of Hazmat.
- Tools, materials, equipment, techniques and procedures used in maintenance and preventive maintenance of an aviation facility.
- Airport security and safety procedures.
- Airport specialty vehicle and equipment operation, maintenance and safety procedures.

#### **Required Skill in:**

- Performing a wide variety of skilled and semi-skilled tasks in the maintenance and repair of facilities and equipment.
- Safe operation of tractors/shredders, vehicles, mowing equipment, weed eaters, ladders, man lifts, and other medium equipment and maintenance tools.
- Reading and interpreting technical specifications for vehicles and equipment.
- Reading, interpreting, understanding and applying aviation safety standards and procedures
- Dealing tactfully and courteously with the General and Flying Public, and providing effective and friendly customer services.
- Establishing and maintaining cooperative working relationships with Airport employees, Airport Tenants, and the General Public.
- Operating a personal computer to check work related emails, create reports, and maintain records.

#### **Physical Demands / Work Environment:**

---

*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

---

- Work is performed indoors and outdoors in all weather conditions, with exposure to extreme conditions, which include extreme temperature, humidity, loud noise and vibrations, and other physical hazards on the daily basis for extended periods of time, exposure to hazardous equipment, constant physical efforts for extended periods, and ability to safely lift, carry, and move items weighing up to eighty pounds (80 lbs.). The duties of the job are considered particularly hazardous, as the employee must be aware of spinning propellers and jet blast. Failure to comply with safety regulations and precautions could cause serious injury or death.
- Must be able to work irregular hours including weekends, holidays, and evenings. May be required to work immediately before, during or immediately after an emergency or disaster.



609 Foster Field Drive, Suite F Victoria, Texas 77904  
 (361)578-2704 Fax: (361)576-0948



Physical Exertion (Pounds)	
Up to 10	Frequently
Up to 25	Frequently
Up to 50	Frequently
Up to 100	Frequently
100 or more	Seldom or never

Environmental Exposures	
Work near moving mechanical parts	Frequently
Work in high, precarious places	Seldom or Never
Toxic or caustic chemicals	Seldom or Never
Outdoor weather conditions	Frequently
Extreme Cold, non-weather	Frequently
Extreme Heat, non-weather	Frequently
Noise Level	Moderate to High

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

If you are interested, please send application to Human Resources, Victoria County Courthouse. EEOE. No phone calls please. Applications are required and can be found online under the job opportunities link or <https://www.vctx.org/page/employment>.

Victoria County Human Resources  
 115 N. Bridge St., Room 127  
 Victoria, TX 77901

I have read and understand this Position Description:

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date